



OPERATIONAL MEMO

TITLE:	FAMILY SUPPORT PLAN FOR THE FAMILY SUPPORT SERVICES PROGRAM
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	JULY 1, 2020
DIVISION AND OFFICE:	BENEFITS AND SERVICES DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	FAMILY SUPPORT SERVICES PROGRAM
KEY WORDS:	FSP, FSP TEMPLATE, FSSP, FAMILY SUPPORT PLAN, FAMILY SUPPORT, FAMILY SUPPORT SERVICES PROGRAM, STATE GENERAL FUND PROGRAMS
OPERATIONAL MEMO NUMBER: HCPF OM 20-078	
ISSUE DATE: JULY 31, 2020	
APPROVED BY: COLIN LAUGHLIN	

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Purpose and Audience:

The purpose of this Operational Memo is to inform Community Centered Boards (CCBs) of the operational instructions for the Family Support Plan (FSP) for the Family Support Services Program (FSSP) effective July 1, 2020.

Information:

CCBs expressed concern with the regulatory requirement of a single FSP per family for families with more than one eligible individual. Effective July 1, 2020, the Department will **no longer require only one FSP per family** for families with more than one eligible individual. CCBs can now determine how many FSPs are needed depending on the situation. The Department is moving forward to revise current regulation language to align with this guidance.

CCBs also expressed the need for CCB-specific FSP templates to be more tailored to the different ways FSSP is offered across the state. Effective July 1, 2020, **CCBs may use their own individualized FSP template specific to their FSSP**. FSP templates

must be approved by the Department to ensure minimum requirements are met as outlined at [10 CCR 2505-10 8.613.G.2](#). FSP templates should be sent to Courtney Montes at courtney.montes@state.co.us for approval no later than August 31, 2020.

Attachment(s):

None

Department Contact:

Courtney Montes

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